



Spill Prevention, Preparedness, and Response Program Prevention Section

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FISHING VESSEL BOARDING CHECKLIST

IMO / LLOYD'S NO.	NAME OF VESSEL	CASE NUMBER
DATE	LOCATION OF INSPECTION	<input type="checkbox"/> PORT SIDE TO <input type="checkbox"/> STBD SIDE TO <input type="checkbox"/> AT ANCHOR <input type="checkbox"/> IN DRYDOCK <input type="checkbox"/> AGROUND <input type="checkbox"/> UNDERWAY
FLAG	PORT: _____ PLACE: _____ Latitude: _____ Longitude: _____	
INSPECTED BY	NAME OF MASTER/ATTENDING PERSONNEL	Aleutian Trade Act (ATA) Vessel? <input type="checkbox"/> YES – See 2.1.0.0, Page 1 <input type="checkbox"/> NO
COMMENTS _____ _____ _____ _____ _____ _____ _____ _____		
SAFETY REPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO BUNKERING? <input type="checkbox"/> YES <input type="checkbox"/> NO PREVIOUSLY BOARDED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
The purpose of this Boarding Checklist is to assist Department of Ecology inspectors evaluating vessel operating and management conditions to determine if such conditions pose a substantial risk to the marine environment or public health and safety.		

FOR OFFICE USE ONLY:

ECY 050-37
(1/7/2003)

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SPILLS Program at (360) 407-7455 (voice)
or 711 or 1-800-833-6388 (TTY)

Printed on recycled paper

1.0.0.0	INITIAL BOARDING INFORMATION		
1.1.0.0			
1.1.1.0	<i>Initial observations of vessel:</i>		
1.1.2.0	Gangway arrangement safe?	Y / N	
1.1.3.0	Mooring arrangement adequate?	Y / N	
1.1.4.0	Ship aware of visit?	Y / N	
1.1.5.0	Agent Present?	Y / N	Name:
1.1.6.0	Verify Flag and Class	Y / N	
1.1.7.0	Owner/Operator (note changes)	Y / N	

2.0.0.0	CERTIFICATES				Check if Doc. With Agent
2.1.0.0					
2.1.1.0	Certificate of Documentation	Issue Date: Full Term Interim	Expiry Date: Conditional Provisional		<input type="checkbox"/>
2.1.2.0	Certificate of Compliance [Processor Only]	Issue Date: Full Term Interim	Expiry Date: Conditional Provisional		<input type="checkbox"/>
2.1.3.0	Certificate of Class [Built/Conv. > 7/27/90]	Issue Date: Full Term Interim	Expiry Date: Conditional Provisional		<input type="checkbox"/>
2.1.4.0	Loadline Certificate (LC)	Issue Date: Full Term Interim	Expiry Date: Conditional Provisional		<input type="checkbox"/>
2.1.5.0	International Oil Pollution Prevention Certificate (IOPP) [International Voyages, > 400 GT]	Issue Date: Full Term Interim	Expiry Date: Conditional Provisional		<input type="checkbox"/>
2.1.6.0	Certificate of Financial Responsibility (COFR)	Effective Date: Issued to:	Expiry Date:		<input type="checkbox"/>
2.1.7.0	Oil Transfer Procedures	Y / N			
2.1.8.0	SOPEP Quarterly drills conducted and logged?	Y / N			
2.1.9.0	Letter of Compliance [Vessels that Dispense Fuel]	Y / N			
2.2.1.0 ATA	Biennial Exam Letter of Compliance	Y / N	Inspected Under: Subparts A, B, C, G Subparts A, B, C, D C.O.I.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.2.2.0	Drill Instructor Certificates	Y / N			
2.2.3.0	First Aid/CPR Certificates [2-16 POB = 1, 17-49 = 2, 50+ = 4]	Y / N			

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No.	STANDARD/DOCUMENTATION	RATING	PTS	REMARKS
3.0.0.0	CONTINGENCY PLAN FIELD DOCUMENT			
3.1.0.0	<i>Vessel Received Field Document</i> Copy of field document left on board: <input type="checkbox"/>			
3.1.1.0	Document onboard prior to entering state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>		
3.2.0.0	<i>Vessel Possesses and Understands Field Document</i>			
3.2.1.0	Document understood by crew and posted in a conspicuous and accessible location.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>		
4.0.0.0	OPERATING PROCEDURES			
4.1.0.0	<i>Navigation Watch Composition</i> (Review Log/other records/interviews)			
4.1.1.0	<1600 GT licensed officer + lookout. >1600 GT licensed officer + lookout + helmsman or Ecology-approved Integrated Bridge System (IBS).	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
4.1.2.0	No duties that interfere with lookout.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Licensed Officer may not serve as lookout.</i>
4.2.0.0	<i>Navigation Watch Procedures</i> (Review Log/other records)			
4.2.1.0	Written procedures or standing orders for safe navigation and restricted visibility.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Navigation in traffic separation schemes, open harbor/bays, restricted waterways. Restricted visibility and safe speed defined.</i>
4.2.2.0	Gyro & magnetic compass courses every 6 hours; more often if necessary.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

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4.2.0.0	<i>Navigation Watch Procedures (continued)</i>		<i>(Review Log/other records/interviews)</i>	
4.2.3.0	Vessel position & weather observations every 6 hours.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

4.3.0.0	<i>Navigational Readiness</i>		<i>(Review Log/other records)</i>	
4.3.1.0	Voyage Planning: Review of current charts, navigational pubs., notices to mariners, navigational aids & VTS procedures.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Charts/pubs current [46 CFR 28.225]. Tracklines on charts. Light List, Coast Pilot, Tidal Current Tables, Tide Tables, VTS Handbook reviewed.</i>
4.3.2.0	Tests/inspections of navigation, communication, bridge control & alarms systems no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Checklist/log [33 CFR 164.25].</i>
4.3.3.0	Compare gyro & magnetic compasses & gyro repeaters. Determine radar range error if practicable.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Comparison/errors logged and/or posted.</i>
4.3.4.0	Procedures for loss of propulsion/steering/electrical power reviewed.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

4.4.0.0	<i>Ground Tackle Readiness</i>		<i>(Review Checklist/interviews)</i>	
4.4.1.0	Anchors ready to drop & crew member available.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect ground tackle.</i>

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4.5.0.0	Anchor Watch		<i>(Review training record/interviews)</i>	
4.5.1.0	Licensed officer or trained crew member monitoring traffic, communications, vessel position & ground tackle.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Crew member trained in operation of radar, radios, ground tackle if not licensed officer.</i>

4.6.0.0	Security Rounds		<i>(Review Log/standing orders/other records)</i>	
4.6.1.0	Every 6 hours when underway or anchored, daily when moored. Master designates spaces, including steering gear when underway.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Vessels in lay-up not affected if adequate fire/flooding monitoring [review monitoring system/response to alarms].</i>

5.0.0.0	OPERATING PROCEDURES (CONT'D)			
5.1.0.0	Engineering Watch Composition & Procedures		<i>(Review Log/other records/interviews)</i>	
5.1.1.0	Licensed engineer or properly trained engineer on watch or immediately available.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>"Immediately available" means capable of responding to problems promptly & properly</i>
5.1.2.0	Major equipment temperatures/pressures logged every 6 hours.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

5.2.0.0	Engineering Readiness		<i>(Review Log/other records)</i>	
5.2.1.0	Tests/inspections of propulsion/steering/electrical systems, per 33 CFR 164.25, no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Propulsion includes fuel oil, lube lube oil, cooling water & main engine start systems. Electrical includes standby/emerg. generator & auto switch.</i>

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5.2.0.0	Engineering Readiness (continued)		<i>(Review Log/other records)</i>	
5.2.2.0	Procedures for loss of propulsion/steering/electrical power reviewed.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
5.2.3.0	Fuel & oil tank levels determined & recorded no more than 12 hours before operating in state waters.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
5.3.0.0	Stability		<i>(Review stability book/documents/interview Master)</i>	
5.3.1.0	Stability information system per 46 CFR 28.530 regardless of date keel laid or conversion.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Information must be easy to read & understand</i> <i>Samples of various loaded conditions.</i>
5.4.0.0	Emergency Procedures		<i>(Review station bills/emergency instructions/fire plans)</i>	
5.4.1.0	Emergency instructions for firefighting, flooding, abandon ship, man overboard & heavy weather per 46 CFR 28.265.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
5.4.2.0	Fire plans with vessel arrangement/location of firefighting equipment posted.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	
5.4.3.0	Written procedures for oil spills & loss of propulsion/steering/electrical power.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>WSMC field doc. acceptable for oil spill response if readily available & understood by key personnel.</i>

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5.4.0.0	<i>Emergency Procedures (continued)</i>		<i>(Review station bills/emergency instructions/fire plans)</i>	
5.4.4.0	Written procedures for being towed in an emergency, including specific equipment to be used.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

5.5.0.0	<i>Emergency Equipment</i>		<i>(Interviews)</i>	
5.5.1.0	Damage control equipment for minor unintentional flooding. Personnel trained in use.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect kit/locker for appropriate plugs & patches.</i>
5.5.2.0	Installed emergency lighting in engine room & interior passageways.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect emergency lighting.</i>
5.5.3.0	Two complete fireman's outfits per 46 CFR 28.205. Personnel trained in use.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect fireman's outfits. Outfits must include SCBA & 2 cylinders.</i>

5.6.0.0	<i>Vessel Access</i>		<i>(Inspect access/review fire plan)</i>	
5.6.1.0	Safe access/appropriate lighting while moored per 29 CFR 1915.74 & 1918.21.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Gangway or accommodation ladder if practical.</i>
5.6.2.0	Fire plan at access points.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Plan must include general vessel arrangement & location of firefighting equipment.</i>

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6.0.0.0	PERSONNEL POLICIES			
6.1.0.0	<i>Fatigue</i>	<i>(Review Log/other records/interviews)</i>		
6.1.1.0	10 hours off-watch per day, 6 hours consecutive, for navigation & engineering watchstanders.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Sample documentation: personal logs, time sheets, supervisor logs.</i> <i>Off-watch exceptions: emergencies & drills.</i>

6.2.0.0	<i>Alcohol & Drug Policy/Program</i>	<i>(Review policy/programs)</i>		
6.2.1.0	Policy prohibits use on board vessel.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Policy posted or otherwise provided to crew.</i>
6.2.2.0	Testing, training & employee assistance program per federal requirements.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Testing includes random & pre-employment for drugs, plus probable cause & post incident for drugs/alcohol [.04 BAC].</i>

6.3.0.0	<i>Orientation Training</i>	<i>(Log/other records/interviews)</i>		
6.3.1.0	Emergency & safety orientation per 46 CFR 28.265 & 270(a) prior to getting underway for new crew members.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	3	<i>Abandon ship, emergency signals, survival equip., distress calls, crew responsibilities, rough weather, anchoring, man overboard & firefighting.</i>
6.3.2.0	MARPOL awareness training.		1	<i>Focus on Annex I (oil) & Annex V (plastics/garbage).</i>
6.3.3.0	Position-specific training for proper operation of navigation, propulsion, steering & electrical power equipment.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Applies only to equipment operated by navigation & engine watchstanders.</i>

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6.4.0.0	<i>Drills & Instructions</i>	<i>(Log/other records)</i>		
6.4.1.0	Per 46 CFR 28.265 & 270.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Abandon ship, firefighting, flooding, man overboard & heavy weather monthly.</i>
6.4.2.0	Semi-annual oil spill response/emergency towing drills.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

6.5.0.0	<i>English Proficiency</i>	<i>(Interviews)</i>		
6.5.1.0	Officers/crew members standing anchor watch sufficiently proficient in English to accomplish their duties safely.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	

7.0.0.0	MANAGEMENT PRACTICES			
7.1.0.0	<i>Management System</i>	<i>(Log/other records, Interview vessel officers)</i>		
7.1.1.0	Company-wide exchange of public health/safety, & environmental protection information. Participation by corporate & vessel management.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Review policies/safety manuals/newsletters/meeting minutes, etc.</i>
7.1.2.0	Management visits semi-annually.		1	
7.13.0	Review of operating & management issues with vessel officers during management visits.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	

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7.2.0.0	Pollution Prevention	<i>(Review Oil Record Book, Garbage Log)</i>		
7.2.1.0	Spill containment & clean-up equipment for 1/2 barrel on-deck spill.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Inspect equipment: Typical equip: absorbents [25 pads, 2 socks, 2 pillows], storage [3 bags], scupper plugs, swabs, buckets.</i> <i>Objective is to contain spill on deck.</i>
7.2.2.0	Oil transfer & garbage logs per MARPOL.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Account for all oil transfers & garbage disposal. Note: Waste Management Plan [33 CFR 151.57] & Prohibited Discharge Stickers [33 CFR 155.159 & 450].</i>
7.3.0.0	Planned Maintenance & Inspections	<i>(Review Log/other records)</i>		
7.3.1.0	Annual inspections by third party or operator representative.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>May be combined with Coast Guard inspection.</i>
7.3.2.0	Planned maintenance schedules and/or periodic tests/dewatering & firefighting equipment.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	
7.4.0.0	Watertight & Structural Fire Protection			
7.4.1.0	Maintain procedures for, and obtain, technical approval of all structural modifications and repairs.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	2	<i>Review modification documents.</i>
7.4.2.0	Watertight & fire boundaries maintained tight, consistent with standards for hull, deck, or bulkhead penetrated.	Fail <input type="checkbox"/> Pass <input type="checkbox"/> Exceed <input type="checkbox"/>	1	<i>Inspect bulkheads, decks & hull.</i>